ECAP Checklist Using AzCIS

CLASS OF 2013:   4+4 (ECAP) CHECKLIST

*The following checklist meets the ECAP Attributes determined by the Arizona Department of Education.

*The grade in which each component should be completed is a suggestion only: students new to our district or others may not complete each attribute in the grade designated.

*SPED students complete the e-IEP Pro through the designated IEP process and case manager.

*Each school will decide whether to use AZCIS or Choices Planner to develop 4+4 Plans and may choose to use features of both.

Student Name:					
Student Number:					
School:			Counselor:		
Date:	Review:	Review:	Review:	Review:	Review:

Check counselor conference atom/notes section on the SIS to see interventions and advisement.

Grade 9: <u>4+4 Folder, Post-Graduate Planner documents</u>

☐ 4+4 Plan developed w/parent + student signature

Including financial plan information

Assessments:

☐ AZCIS-Interest Profiler **or** Choices-Interest Inventory

☐ AZCIS-Reality Check/Values: Work Importance Locator **or** Choices-Work Values Sorter

☐ Develop Personal Information Sheet, resumés

☐ Note extra-curricular activities + leadership opportunities

☐ Note academic achievements/awards

☐ Personal goals for four years of high school

☐ Personal goals for after high school

Grade 10: <u>4+4 Folder, Post-Graduate Planner documents</u>

☐ 4+4 Plan review w/ parent + student signature

Assessments:

☐ AZCIS-Occupation Sort **or** Choices-Career Finder (includes training for each)

☐ College prep assessments, as determined by 4+4 Plan

☐ Update Personal Information Sheet, resumés

☐ Update activities, awards, and leadership opportunities

☐ Update personal goals

Grade 11: <u>4+4 Folder, Post-Graduate Planner documents</u>

☐ 4+4 Plan review w/ parent + student signature

Assessments:

☐ College prep assessments, as determined by 4+4 Plan

☐ AZCIS-Occupation Sort **or** Choices-Career Finder, (includes training for each updated)

☐ College Board-College Match **or** AZCIS-Undergraduate School Sort **or** Choices-School Finder

☐ Update Personal Information Sheet, resumés

☐ Update activities, awards, and leadership opportunities

☐ Update personal goals

Grade 12: <u>4+4 Folder, Post-Graduate Planner documents</u>

☐ 4+4 Plan review w/ parent + student signature (cr ch)

Assessments:

☐ College prep assessments, as determined by 4+4 Plan

☐ Begin and update regularly the College Checklist, including letters of recommendation

☐ AZCIS Financial Aid Sort **or** Choices-Scholarship Finder

☐ Update activities and leadership opportunities

☐ Update personal goals for after high school

An ECAP (Education and Career Action Plan) reflects a student's current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student's individual academic and career goals.